

PROCUREMENT

To be eligible to purchase supplies and equipment from the State Procurement Office, charter schools need to do the following:

- Call or write to State Procurement Office, 15 S. 15th Avenue, Suite 103, Phoenix, AZ 85007, Phone (602) 542-5511, for the form the charter school needs to fill out to be approved for a state cooperative purchase agreement. A copy of the charter school's by-laws is required to show non-profit organization status.
- When the charter school is approved by the State Procurement Office, the charter school pays the required fee for a microfiche packet which lists everything that is available for purchase from the state. The fee is for a full year or, if the charter school joins in the middle of the year, the fee is prorated for the remainder of the year. Once the charter school is on the approved list it is invoiced at the end of each fiscal year to continue with the agreement.

Charter schools are considered a political subdivision of the State of Arizona by the State Procurement Office.